



**CITY OF SAINT PAUL**

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## **FIRE PREVENTION PRACTICE #1-10**

August 25, 1999

TO: All Fire Prevention Staff

FROM: Steve Zaccard  
Fire Marshal

SUBJECT: Training

"THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW. EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR".

Training is the most meaningful way of maintaining a quality inspection division. It needs to be focused on what the Division does and fair to all staff. With that in mind, Fire Prevention's training efforts will include the following:

### **ANNUAL BASIC TRAINING**

#### **A. Annual Seminar of the International Conference of Building Officials**

- ! This seminar provides relevant training on timely issues, therefore inspectors and their supervisors will be assigned to attend. No time off will be approved.
- ! Specific sessions will be assigned to specific inspectors as appropriate. Otherwise, you choose.
- ! Staff will be available on call from the seminar at the U. of M. as assigned to handle urgent complaints.

#### **B. Annual Public Education Conference (when available)**

- ! Attendance will be voluntary. Attendees may go on city time when it is during their normal working hours. Other seminar time is on your own but attendees must commit to attending the complete seminar. The City will pay all expenses.
- ! The public education staff may attend if they request.
- ! All staff may attend if they contribute to our public education efforts. In other words, will the Division get a return on its time and expense?

- ! Specific sessions may be assigned by the Fire Marshal as appropriate.

## **OTHER OUTSIDE TRAINING**

- ! Other outside training will be relevant to the Division's work, not necessarily the individual's.
- ! Other outside training will be attended by request or assignment. The Fire Marshal will determine outside training opportunities that are relevant. These will be posted as available training on the employee's bulletin board. Applications for available training should be presented to your supervisor. The Fire Marshal will decide who will attend based on the following criteria:
  1. The staff member's need for the training.
  2. The Division's need for the training.
  3. The staff member's work load.
  4. Supervisor's approval.
  5. The Budget.
- ! Staff attending outside training are expected to share their training with the rest of the Division at the earliest convenience following the training. The report should include:
  1. How the training is relevant to the Division's mission.
  2. How the training will improve the attendee's work in Fire Prevention.
  3. **Any technical information that other staff members should know.** (Not everyone can go to all training. Fire Prevention's representative should share information that the entire Division could learn and benefit from.)

## **IN-HOUSE TRAINING**

### **A. Staff Meetings**

- ! The training portion of our monthly staff meetings will be used for an ongoing review and reinforcement of Code Enforcement Policies, Fire Prevention Practices and Standard Operating Procedures.
- ! Outside presenters will be brought in for special subjects that are timely and relevant.

### **B. Specialized In-house Training**

- ! From time-to-time, expert instructors will be hired to teach subjects and courses to staff. These courses may range from a few hours to a few days. The 40-hour Uniform Fire Code course periodically offered by the State Fire Marshal's Division is a good example.

! Individual, specialized, in-house training will be available on request.

## **MISCELLANEOUS TRAINING PROVISIONS**

The Fire Prevention Division will strive to provide at least the minimum level of training for the maintenance and updating of your knowledge and skills. Each member of the division is strongly urged to further their professional education and development by participating in the host of educational programs and courses offered by the various schools and universities in the Metro Area. There are even mail-order courses available. For more information about these programs and courses, please talk with the Assistant Fire Marshal. Your professional development is your responsibility, too.

cc: Gary Trudeau  
Cindy Menten

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